

HUMAN RESOURCES MEMORANDUM 21-022		DATE ISSUED: 10/04/2021
SUBJECT: GUIDANCE FOR STATE EMPLOYEES ON CORONAVIRUS (COVID-19)		REFERENCE: CalHR HR Memo 20-027 HR Memo 20-012b
TO: All DGS Employees		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to remind Department of General Services (DGS) employees of the guidance and information related to the novel coronavirus (COVID-19). The State of California continues to act to protect public health and safety in the COVID-19 response efforts. To ensure the safety of our employees as the situation evolves, please reference and apply all guidance from the [Centers for Disease Control and Prevention](#) and local public health departments.

The definition of Employee in reference to this memorandum is applicable to DGS employees, student assistants and contractors who perform services at DGS locations.

Employee Guidance

To reduce the risk of becoming infected and potentially spreading COVID-19 virus at work, DGS employees must adhere to the following guidance and information regardless of vaccination status:

- When possible, practice safe physical distancing of six (6) feet or more indoors and outdoors while at a DGS work location performing DGS duties.
- Wear a face covering in public indoor settings if mandated by a local public health department
 - Currently the following counties require all individuals to wear face coverings regardless of vaccination status when indoors in workplaces (e.g., cubicles, lobbies, restrooms, etc.) and public settings, with limited exemption:
 - Yolo
 - Los Angeles
 - Sacramento
 - Alameda
 - Contra Costa
 - Marin
 - San Mateo
 - San Francisco
 - Santa Clara
 - Sonoma

Note: This is subject to change, please reference the local county guidance where duties are being performed.

- Currently other counties require all individuals to wear face coverings for those who are not confirmed as fully vaccinated. This is subject to change, please reference the local county guidance where duties are being performed.
 - Medical or religious accommodation requests should be submitted to the Office of Human Resources, Return to Work Unit at OHRReturnToWork@dgs.ca.gov or the Equal Employment Opportunity (EEO Office) at DGSEEO@dgs.ca.gov.
 - Employees who fail to comply with face covering requirements may be subject to disciplinary action.
 - Unvaccinated individuals can request a N95 respirator from their supervisor.
 - More information on face coverings is available in the California Department of Public Health (CDPH) [Face Covering Guidance](#), your local county ordinance if applicable and the following Human Resources Memorandums:
 - [HR Memo 21-018](#) - Update on Requirements of Face Coverings
- Wash hands often with soap and water for at least 20 seconds, especially after blowing nose, coughing, or sneezing, or having been in a public place.
 - Avoid touching eyes, nose or mouth with unwashed hands.
 - If experiencing flu or [COVID symptoms](#), employees should not report to their DGS work location, and should notify their supervisor and discuss leave options.

For more information, please reference the following Human Resources Memorandums (HR Memos):

- [HR Memo 20-012b](#) - Guidance for State Employees on Coronavirus (COVID-19)
- [HR Memo 20-027](#) - Guidance for Managers and Supervisors on Coronavirus (COVID-19).

Noncompliance

Noncompliance with the directives regarding face coverings and physical distancing outlined in the Human Resources Memorandums may result in disciplinary action.

Questions

If employees have questions regarding the guidance and information in this memorandum, they are encouraged to contact their supervisor and/or employee representative as appropriate.

ESTELA GONZALES, Chief
Office of Human Resources

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